

Safety Topic of the Month

RI-9900 Clarification



Richmond Refinery

May 1, 2012

This STOTM satisfies the RI-300 IIPP requirement for the following:

Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to safety and health, including provisions designed to encourage employees to inform the employer of hazards without fear of reprisal.

Meetings – Each meeting begins with a short safety topic.

- Individual divisions/work groups organize and conduct safety meetings (committee or work team) to fit with work schedules, etc. Generally these meetings occur monthly and minutes from the meeting are posted or circulated through the work group.
- Records of safety meetings should be maintained for at least one year in division files.

Active Learner acknowledgement for affected groups has been assigned and due by the end of the month.

Added Definition/Procedural Clarifications



- Isolation point - A mechanical or electrical device, such as a valve or a switch, which can be repositioned to prevent the flow of Hazardous Energy to equipment and/or piping (added definition)
- DANGER tags are attached to Isolation, Operator, Craft, or Personal Lock hasp only when locks are being attached to the job site lock box or electrical isolation points (procedural clarification).
- When attaching tags to equipment and/or isolation points, “Danger” Tags must be attached using a self-locking, 50# breaking strength attachment (Procedural clarification).

Correct LOTO for Mechanical Equipment

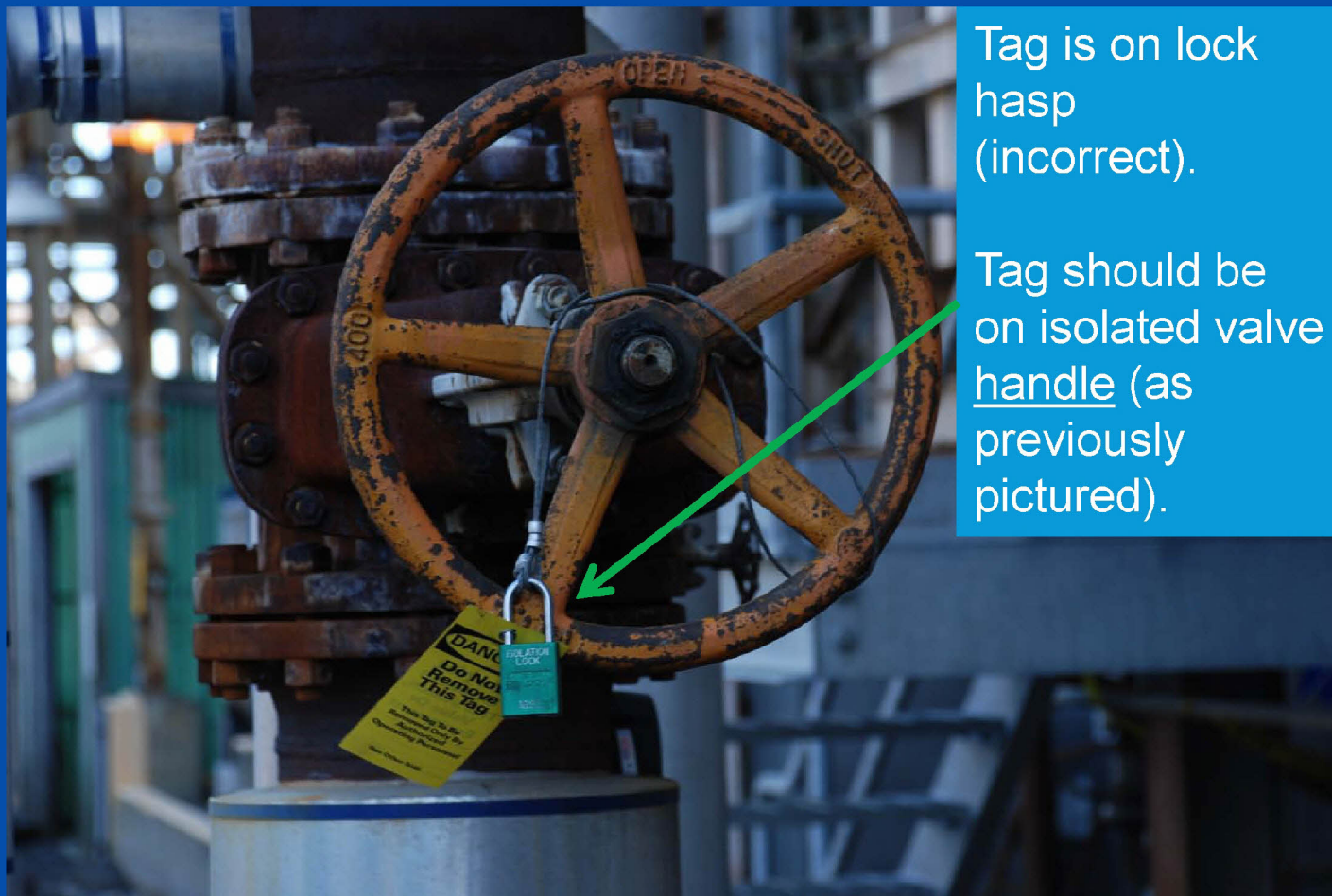


Lock and cable
separate from
tag (correct)

Isolation point (valve handle)
tagged with operator danger tag and
50# breaking strength tie (correct)

Note: if cable and lock are
removed, we can still identify
our isolation points

Incorrect LOTO for Mechanical Equipment



Tag is on lock hasp (incorrect).

Tag should be on isolated valve handle (as previously pictured).

LOTO for Mechanical Equipment

Isolation of valves - discussion



Isolation of valves – Discuss the correct method of isolation for the scenarios below.

- **Scenario 1:** Two valves were locked together with one lock, but only one isolation tag was used to identify both valves as isolated.
- **Scenario 2:** Three valves were locked together with lock, and all three isolation tags corresponding to those valves were attached to the one lock.

When performing LOTO, there is no issue with locking together multiple isolation points with one lock, however, each valve should have its own isolation tag zip-tied to it for identification. This ensures that we do not try to start-up a piece of equipment with valves still closed because we thought we had already accounted for it.

Correct LOTO for Electrical Main Breaker (MCC Rooms)



Tags attached to lock hasp for MCC Room electrical isolation (correct)

Review TOP Lessons Learned and Recent Near Loss Data



- Learning from our past incidents will help us prevent them in the future.
- Please take a few minutes to review the latest TOP lessons learned.

[Click Here to Review TOP Lessons Learned](#)

- For more information/discussion, please contact your area Field Safety Coordinator